

SECTION 19 B ASSISTANCE WITH RELOCATION EXPENSES

Jointly agreed by the Royal Bournemouth & Christchurch Hospitals NHS Foundation Trust

1. Introduction

- 1.1 This document sets out the Trust's guidelines on assistance given to newly appointed employees who are required to move house as a consequence of taking up a permanent appointment.
- 1.2 There is no automatic right to receive assistance with relocation but the Trust needs to ensure that it attracts and retains high calibre staff into posts ensuring we can provide excellent care to our patients.

2. Purpose and Scope

- 2.1 The purpose of assistance with relocation expenses is to provide financial assistance for newly appointed employees into agreed key posts who incur removal expenses as a consequence of recruitment.
- 2.2 Assistance with relocation expenses applies to newly appointed employees who are employed on Agenda for Change terms and conditions of service who are band 5 and above and all substantive Medical and Dental Staff.
- 2.3 Assistance with relocation does not apply to:
 - Doctors in Training who are subject to national guidance on relocation expenses.
 - Staff Resource Pool (the 'bank')
 - Agency staff, contractors or volunteers.

3. Eligibility for assistance

- 3.1 The key criteria for eligibility will be:
 - The post is advertised nationally.
 - The post is permanent.
 - The post is Agenda for Change Band 5 or above or is a substantive Medical and Dental post.
 - The existing property is more than 40 miles from the Trust.
 - Only one claim per property will be made.

It may be a requirement of the post to be contracted to within 30 minutes of the Trust for the purposes of on-call (AA Route Planner will be used to gauge distance/time). The Trust reserves the right to refuse an application if the applicant chooses to relocate further than this distance/time.

The applicant must confirm that the claim is not recoverable from another employer by a partner/spouse.

4. Reimbursement

Reimbursement will be available in the following situations:

- Buying and selling property
- Rented accommodation

Please note that no relocation reimbursement will be made for an abandoned purchase or rental.

4.1 Buying and selling property

Relocation expenses will not be reimbursed for the purchase of a first property.

4.1.1

The following costs, inclusive of VAT, will be reimbursed subject to a maximum of £13,000 on the production of:

- Estate agency particulars for house purchase and house sale
- Purchase completion statement
- Relevant receipts and invoices

House purchase

- Local search fees; environmental search; water and drainage fees
- Bankruptcy search fee
- Land Registry search fee
- Stamp Duty and charge for stamp duty land tax return
- Associated administration charges
- Solicitors fees

House sale

- Estate Agency fees
- Solicitors fees
- Associated administration charges

Removal of furniture

Storage of furniture

Other expenses

- Where employees incur unavoidable expenses in respect of their old property concurrently with their new property, they will be entitled to assistance such as rental costs.
- Subsistence and travel expenses, including during a search for accommodation.
- Both of the above will be subject to a maximum of 6 months and £800 per calendar month.

4.2 Rented accommodation

The following costs, inclusive of VAT, will be offered to those employees who are moving from rented to rented accommodation:

- Rental Agency Administration fees (this may include advance fees to secure property; take up references; create contract; in/out going inventory; check out charges)
- Removal of furniture
- Storage of furniture
- Subsistence and travel expenses, including during a search for accommodation.
- Where employees incur unavoidable expenses in respect of their old accommodation concurrently with their new accommodation, they will be entitled to assistance such as rental costs.
- Subsistence, travel and unavoidable expenses detailed above will be subject to a maximum of 6 months and £800 per calendar month.

5. Taxation of Relocation Reimbursements

Where the total of all the relocation reimbursements exceeds £8,000 (HMRC maximum allowance for exemption from tax), any excess will be taxed and deducted at source from the employee's salary.

6. Salary Advance

Employees will be eligible for a salary advance, recoverable from salary, to assist with house purchase; rental deposit and rental advance.

The amount advanced will be £3,200 or six months gross salary (whichever is the greatest) subject to a maximum of £9,200 and will be subject to the following conditions:

- Employees must provide evidence that they are buying a property as under 4.1.1.

The salary advance will be repayable directly from salary within a maximum of 6 months from the contract start date.

7. Timeframes

Assistance must be requested at the recruitment stage and/or within 3 months of commencing employment.

A claim for reimbursement must be made within 12 months of the contract start date.

8. Repayment of Relocation Expenses on termination of Employment

As part of the Application for Relocation Expenses, new employees will be required to sign an undertaking that, if they leave the Trust's employment within 2 years of their commencement date or within 2 years of the final payment of relocation expenses, they will repay all or part of their relocation expenses.

Refunds to the Trust will be on the following basis:

- Leaving within 12 months of commencement: 100% repayable

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- Leaving within 12 months to 24 months of commencement: 50% repayable
- APPENDIX A**

APPLICATION FOR ASSISTANCE WITH RELOCATION EXPENSES

Surname..... Forename(s)

Current Address.....

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Are you applying for assistance for (please tick)

Buying and selling	<input type="checkbox"/>	Renting	<input type="checkbox"/>
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ACCOMMODATION IN OLD AREA

Address (if different from above)

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POST DETAILS

Post Title.....

Pay band..... Date of Commencement

I hereby make application for assistance with relocation expenses. I hereby declare that:

- This form has been submitted within three months of my commencement date with the Trust.
- I have read the Trust's Terms and Conditions for Assistance with Relocation Expenses and all expenses claimed are actually and necessarily incurred by me in connection with my new appointment.
- I confirm that the claim is not recoverable from another employer by a partner/spouse.
- I agree to refund to the Trust, by an agreed method of payment and / or deduction from salary, the whole or part of the expenses paid, if I terminate my employment with the Trust within 2 years of my commencement date or within 2 years of the final payment of relocation expenses
- I confirm that I have not received financial assistance for relocation expenses from another organisation within the last 12 months and that this has not been repaid.
- All the information I have given on this form is correct and I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings.

Signature of applicant.....

Print Name.....

Date.....

Authorised Human Resources signatory.....

Print Name and Job Title.....

Date.....

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APPENDIX B

DETAILS OF EXPENSES

Details of Expenses	Amount claimed £	HR Receipts attached yes/no	Finance Amount to be paid
1. House purchase (please provide estate agency particulars) <ul style="list-style-type: none"> Local search fees; environmental search; water and drainage fees Bankruptcy search fee Land Registry search fee Stamp Duty and charge for stamp duty land tax return Associated administration charges Solicitors fees 			
2. House sale (please provide estate agency particulars) <ul style="list-style-type: none"> Estate Agency fees Solicitors fees Associated administration charges 			
3. Removal of Furniture			
4. Storage of Furniture			
5. Other expenses <ul style="list-style-type: none"> Expenses incurred in respect of old property concurrently with new property Subsistence and travel expenses, including during a search for accommodation. Number 6 is subject to a maximum of 6 months and £800 per calendar month.			
6. Salary Advance			
7. Rented Accommodation <ul style="list-style-type: none"> Administration fees Removal of furniture Storage of furniture Subsistence and travel expenses, including during a search for accommodation to a maximum of 6 months and £800 per calendar month 			
Total of items 1 to 6 OR 7			

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